

Lamar Alexander United States Senator • Tennessee

3322 West End Avenue
Suite 120
Nashville, Tennessee 37203



615.736.5129 - Phone
615.269.4803 – Fax

Letter of Recommendation Instructions

Candidate:

Letters of recommendation are very important in our service academy nomination process. Please choose carefully those persons who know you well (i.e., your minister, coach, scoutmaster, or employer) to write a letter of recommendation on your behalf. It is most important that your three recommendations are not all from teachers, the panelists are interested in you as an all-around candidate, not just academic. ***To ensure their understanding of our procedures, please furnish a copy of this instruction sheet to each person you have asked for a recommendation once they have agreed to write the letter for you.***

Distinguished Recommender:

The student who has asked that you write a letter of recommendation for him/her, is applying for a nomination for admittance into one of our United States service academies. The academies are interested in not only the student's academic abilities, but that the individual is a well-rounded student with strong leadership qualities, good character and physical fitness. Upon graduation from the service academy, these students will be commissioned officers in our military. This is a very important request and we appreciate your complete and honest evaluation. Please be assured your comments are for the sole use of the senatorial staff and our academy panelist.

Guidance Counselor or High School Principal:

In addition to your letter of recommendation, we have included a short Academic Recommendation form for your completion. It is imperative that we receive the candidates' ACT and/or SAT scores, school transcripts and class ranking if your school has a ranking system. We appreciate your taking the time to assist us with this rewarding aspect of our duties. Should you have any questions or need further information, please feel free to call 615.736.5129 and speak with our service academy coordinator.

Our postmark deadline is October 1, 2006 – No recommendations will be accepted with a postmark after this date and candidate's file will not be considered for nomination. Please mail recommendation to:

Office of Senator Lamar Alexander
Attention: Service Academy Coordinator
3322 West End Avenue, Suite 120
Nashville, Tennessee 37203